



U.S. DEPARTMENT OF STATE

U.S. Embassy Athens, Greece Public Diplomacy Section Annual Program Statement



Embassy of the United States

Funding Opportunity Title:	U.S. Embassy Athens, Greece, Annual Program Statement
Funding Opportunity Number:	PDS-Athens-FY23-01
Posted Date:	March 6, 2023
Deadline for Applications:	April 6, 2023
CFDA NUMBER:	19.040 – Public Diplomacy Programs
Total Amount Available:	Amount pending funds availability
Award Floor and Ceiling:	USD 5,000 – USD 50,000

FUNDING OPPORTUNITY DESCRIPTION

The U.S. Embassy Athens Public Diplomacy Section (PDS Athens) of the U.S. Department of State is pleased to announce funding is available through our Public Diplomacy Grants Program in fiscal year 2023. This is an Annual Program Statement, outlining our funding priorities, the strategic themes we focus on, and the procedures for submitting requests for funding. Please carefully follow all instructions below.

The deadline for grant applications is **April 6, 2023**. Funding decisions will be made on these applications on a rolling basis after this deadline, with a goal of informing all applicants of the final funding decision by **May 12, 2023**. Applicants may apply for funding between \$5,000 and \$50,000. Please use the grant application documents and budget template found on the sidebar of our website.

Purpose of Grants program: PDS Athens invites proposals for projects that strengthen ties between the United States and Greece through concrete demonstrations of cooperation between our two peoples. All grant proposals must convey an element of American history, culture, or shared values. Competitive proposals should support a priority program area (see below). They should also include a connection with American expert/s, organization/s, or institution/s that will promote increased cooperation between the people of the United States and Greece even after the program has finished.

Priority Program Areas: The Public Diplomacy Section is focused on bilateral priorities in the form of programs, exchanges and media opportunities that:

- Counter malign (problematic) influence and disinformation
- Build resilience to climate change

- Increase opportunities for U.S. companies in the Greek film sector
- Increase student mobility and educational ties
- Promote inclusion of marginalized and vulnerable members of society, including but not limited to women, refugees, migrants, and individuals with disabilities, in Greek institutions

The following types of programs are not eligible for funding:

- Projects relating to partisan political activity;
- Charitable or development activities;
- Construction projects;
- Projects that support specific religious activities;
- Fundraising campaigns;
- Lobbying for specific legislation or projects;
- Competitions where the prize is the only outcome of the program;
- Scientific research; or
- Projects that duplicate existing projects.

Authorizing legislation, type and year of funding:

Funding authority rests in either the Smith-Mundt Act or the Fulbright-Hays Act. The source of funding is FY2023 Public Diplomacy Funding.

A. FEDERAL AWARD INFORMATION

Length of performance period: Up to twelve months

Number of awards anticipated: Dependent on funds availability

Award amounts: Awards may range from a minimum of \$5,000 to a maximum of \$50,000

Total available funding: To be determined

Type of Funding: Fiscal Year 2023 Public Diplomacy Funding

Anticipated project start date: No later than Sept 30, 2023

This notice is subject to availability of funds

Funding Instrument Type: Grant, Fixed Amount Award (FAAs), or Cooperative Agreement. Cooperative agreements and some FAAs are different from grants in that Public Diplomacy Section staff are more actively involved in the grant implementation (“Substantial Involvement”). Examples of the substantial involvement by PDS staff include the development of the grant program, final approval of grant activities, and participation in selection panels for program participants.

Program Performance Period: Proposed projects should ideally be planned for a period of no more than 12 months. In rare cases, depending on the nature of the program, a project of more than 12 months may be considered. PDS will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

B. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Public Diplomacy Section encourages applications from the United States and Greece:

- Registered public or private not-for-profit organizations, including think tanks and civil society/non-governmental organizations with programming experience
- Greek or American Individuals
- Non-profit or governmental educational institutions
- Governmental institutions

For-profit or commercial entities are not eligible to apply.

2. Cost Sharing or Matching

Cost sharing is encouraged but not required. However, if a project includes cost sharing, please detail whether the cost-share is through in-cash or in-kind contribution and approximate dollar amounts.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Individuals are not required to have a UEI or be registered in SAM.gov.

Applicants are only allowed to submit one proposal per organization. If more than one proposal is submitted from an organization, all proposals from that institution will be considered ineligible for funding.

C. APPLICATION AND SUBMISSION INFORMATION

I. Address to Request Application Package

Application forms required below are available on the sidebar of this website. OMB approved forms are available at www.grants.gov. You may also request an application package by emailing USEmbAthensGrants@state.gov. Please include the funding opportunity title and number “PDS Athens-FY23-01” and the applicant organization’s name in the subject line of the email.

II. Content and Form of Application Submission

Full applications must be submitted by email to USEmbAthensGrants@state.gov. Please do not submit proposals via www.grants.gov.

Please follow all instructions below carefully. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application

Please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity;
- All documents are in English
- All budgets are in U.S. Dollars
- All pages are numbered
- All Microsoft Word documents are single-spaced, 12 point Calibri font, with a minimum of 1-inch margins.

The following documents are **required**:

1. Summary Coversheet (please use the provided template): Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

2. Proposal (please use the proposal application template found on the sidebar of our website).

The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.

Proposal Summary: Short narrative that outlines the proposed project, including project objectives and anticipated impact.

Introduction to the Organization or Individual applying: A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.

Problem Statement: A clear concise statement of the problem you are trying to solve in Greece and why the proposed program is needed.

Program Goals and Objectives: Describe what the project is intended to achieve. What aspect of the relationship between the United States and Greece will be improved? The “objectives” refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.

Program Activities: Describe the program activities and how they will help achieve the objectives.

Program Methods and Design: A description of how the program is expected to work to solve the stated problem and achieve the goal.

Proposed Program Schedule: The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.

Participants, Audiences and Beneficiaries: A description of who will be targeted and benefit from this program.

Key Personnel: If already known, please include: names, titles, roles, and experience/qualifications of key personnel involved in the program, including what proportion

of their time will be used in support of this program. *For a project proposal over \$25,000, applicants must submit the resumes of key personnel.*

Program Partners: List the names and type of involvement of key partner organizations and sub-awardees.

Program Monitoring and Evaluation Plan: This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?

Public Engagement Plan: Applicant's strategy for creating content for social media, the web, or printed materials that promotes the project activity or joint U.S.-Greece cooperation during the program timeline.

Future Funding or Sustainability: Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

3. Budget Justification Narrative: Describe each of the budget expenses in detail in the application form.

4. Detailed Budget: Please note that one of the criteria for evaluating proposals is cost-effectiveness. The budget should demonstrate efficient use of funds appropriate to achieve project goals. Overhead and administrative components of the budget, including salaries and honoraria should be kept as low as possible. Honorariums are limited to a maximum of \$250 per day (compensation for time spent preparing for a presentation, workshop, or other activity). All estimated expenses should be consistent with project plans and activities.

Funds available for these projects are not intended to cover an organization's fixed costs or full salaries of its permanent staff. Overhead costs and personnel wages and benefits should not exceed 10% (each category) of the full amount of the award.

5. Application: Please use the application and budget forms found on our website sidebar.

Please send the following documents by email to USEmbAthensGrants@state.gov

- Application Form
- Excel Budget Spreadsheet
- Mandatory Application Forms SF-424 (see below for Organizations and Individuals)

Organizations (these forms can be found at: <https://www.grants.gov/web/grants/forms/sf-424-family.html>)

- 1) SF-424 Application for Federal Assistance
- 2) SF-424A Budget Information for Non-Construction Programs
- 3) Key Contact Form
- 4) SAM.gov proof of active registration: email or screenshot that shows active registration

Individuals (these forms can be found at: <https://www.grants.gov/web/grants/forms/sf-424-individual-family.html>)

- 1) SF-424 Application for Federal Assistance –Individual
- 2) SF-424A Budget Information for Non-Construction Programs –Individual
- 3) SF-424B Assurances Non-Construction Programs
- 4) Key Contact Form

If applicable:

- Short CV or resume of key personnel who are proposed for the project (for proposals over \$25,000).
- Letters of support from project partners, if any, describing the roles and responsibilities of each partner.
- Official permission letters if required for project activities with program partners, for instance.

6. Submission Dates and Times

Applications may be submitted for consideration at any time before the closing date of **April 6, 2023, 5:00 p.m. Athens time**. No applications will be accepted after that date. It is strongly recommended that applicants submit proposals and supporting documentation to USEmbAthensGrants@state.gov well before this date to ensure receipt prior to the deadline.

7. Funding Restrictions

Award funds cannot be used for construction projects, vehicle purchases, real estate purchases, or other similar purposes.

Award funds cannot be used for past expenses incurred before the start of the award period.

8. Other Submission Requirements

All application materials must be submitted in English by email to USEmbAthensGrants@state.gov no later than the date and time specified.

D. APPLICATION REVIEW INFORMATION

1. Criteria

Each application submitted under this announcement will be evaluated and rated on the basis of the evaluation criteria outlined below. The criteria listed are closely related and are considered as a whole in judging the overall quality of an application.

The U.S. Embassy encourages applications that include organizations and communities that have not had extensive opportunities to work with the U.S. Embassy and the Department of State.

Organizations that have received previous grants from the U.S. Embassy should make an effort to include new institutions and communities as sub-grantees or program partners.

Organizational capacity and record on previous grants: The organization has expertise in its stated field and PDS is confident of its ability to undertake the project. This includes a financial management system and a bank account.

Quality and Feasibility of the Program Idea: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Goals and Objectives: Goals and objectives are clearly stated and project approach is likely to provide maximum impact in achieving the proposed results.

Embassy priorities: Applicant has clearly described how stated goals are related to and support U.S. Embassy Greece's priority areas or target audiences.

Budget: The budget justification is detailed. Costs are allowable. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan: Applicant demonstrates it is able to measure program success against key indicators and provide milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured. This is an important part of successful grants. Throughout the timeframe of the grant, the grant application should indicate what results do they expect of the program, how the activities will be monitored to ensure they are occurring in a timely manner and that the activities are meeting the goals of the grant. Incorporating a well-designed monitoring and evaluation component into a project is one of the most efficient methods of documenting the progress and potential success of a program. Successful monitoring and evaluation depend on the following:

- Setting SMART (specific, measurable, attainable, results-focused, and placed in a reasonable time frame) objectives
- Linking project activities to stated objectives
- Developing key performance indicators that measure realistic progress towards the objectives.

Sustainability: Project activities will continue to have positive impact after the end of the program. Long-term sustainability of program, including whether it is a repeatable or scalable initiative after receiving Embassy support.

Public Outreach: The program includes live or real-time social media products in Greece, or otherwise promotes the collaborative nature of the project to the Greek public.

2. Review and Selection Process

A Grants Review Committee consisting of at least three U.S. Embassy Athens personnel from the Public Affairs Section (and other relevant sections if applicable) will evaluate all eligible applications.

We endeavor to notify all **successful applicants** by official written notification via email and information on finalizing grant awards by a Grants Officer Representative (GOR), **by May 12, 2023**.

Organizations or Individuals whose applications will not be funded will also be notified *via email*.

All **unsuccessful** applicants, **ineligible** or **unqualified** applicants will be informed once the initial screening has been completed, also **by May 12, 2023**.

3. Anticipated Announcement and Federal Award Dates

Announcement and federal award dates will be announced on a rolling basis throughout the year and no later than September 30, 2023.

E. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the U.S. Embassy Greece Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring project expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the U.S. Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the U.S. Department of State.

Issuance of this Notice of Funding Opportunity does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made in at least two installments, as needed to carry out the project activities. Initial installment may not exceed the amount of 80% (the rest will be disbursed after the completion of programs and submission of closeout reports). The standard form SF-270 Request for Advance or Reimbursement Payments may be submitted in the amounts required by the recipient to carry out the purpose of this award.

2. Administrative and National Policy Requirements

Terms and Conditions: Before submitting an application, applicants should review all the terms and conditions and required certifications that will apply to this award to ensure that they will be able to comply. These include:

[2 CFR 200](#), [2 CFR 600](#), Certifications and Assurances, and the Department of State Standard Terms and Conditions, all of which are available at: <https://www.state.gov/about-us-office-of-the-procurement-executive/>. Note the U.S Flag branding and marking requirements in the Standard Terms and Conditions.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial and program reports signed and certified by an authorized representative of the recipient organization.

The award document will specify how often these reports must be submitted.

The disbursement of funds may be tied to submission of these reports in a timely manner.

Required reporting forms may be found in <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

F. FEDERAL AWARDING AGENCY CONTACTS

If you have any questions about the grant application process or the proposal requirements, please email USEmbAthensGrants@state.gov. Note: U.S. Embassy Greece does not provide any pre-consultation for application-related questions that are addressed in the Notice of Funding Opportunity. Once an application has been submitted, State Department officials and staff — both in the Department and at embassies overseas — may not discuss this competition with applicants until the entire proposal review process is completed.

G. OTHER INFORMATION

1. Guidelines for Budget Justification

Personnel and Fringe Benefits: Describe the fees -- wages, salaries, and benefits -- of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program. Fees should be reasonable, in accordance with expected levels in the locality where the grant activity is taking place.

Travel: Estimate the costs of travel and per diem for this project, for program staff, consultants or speakers, and participants/beneficiaries. Costs for international travel can be included in the budget only if that travel is essential to the implementation of the project. If the project involves international travel, include a brief statement of justification for that travel.

Equipment: The budget cannot include purchase of any equipment, which is defined by the USG as property costing \$5,000 or more with a useful life of one year (or longer than the duration of the grant). Only rental of equipment is allowed. The rental should be listed under "Other Direct Costs".

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the project. If an item costs more than \$5,000 per unit, then put it in the budget under “Equipment”.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. This section should also be used to describe any subcontracts for partners that will help to carry out program activities. Also describe any sub-awards to non-profit partners that will help carry out the project activities.

- **A contract** is for the purpose of obtaining goods and services for the recipient’s own use and creates a procurement relationship. A consulting agreement with a consultant or contractor is generally considered a contract.
- **A subaward** is provided to a subrecipient to carry out a portion of the Federal award. A beneficiary of a program is not considered a subrecipient. A subaward may be provided through any form of legal agreement, including an agreement that the prime recipient entity considers a contract.

Other Direct Costs: Describe other costs directly associated with the project, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All “Other” or “Miscellaneous” expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating, such as rent, salaries for personnel not directly involved in the project etc. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the **modified total direct costs** as defined in 2 CFR 200.68.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$24,000 of each sub-award (regardless of the period of performance of the sub-awards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award in excess of \$24,000.

Cost Share: Cost share refers to contributions from the organization or other entities other than the U.S. Embassy. It also includes in-kind contributions such as volunteers’ time and donated venues. Cost sharing does not apply to Fixed Amount Awards and Awards to Individuals, and is not required for approval of an award. If the budget includes cost-sharing, please provide explanatory notes.

Budget restrictions include:

- Alcoholic beverages
- Costs of entertainment, including amusement, diversion, and social activities and any associated costs are unallowable, except where specific costs that might otherwise be

considered entertainment have a programmatic purpose and are authorized either in the approved budget for the Federal award or with prior written approval.

- Expenses incurred before or after the specified dates of the award period of performance (unless prior written approval is received)

2. Required Registrations

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge.

All organizations, whether based in the United States or in another country, must have a Unique Entity Identifier (UEI) and an active registration with the SAM.gov (www.SAM.gov). A UEI is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards.

Note: As of April 2022, a DUNS number is no longer required for federal assistance applications.

The 2 CFR 200 requires that sub-grantees obtain a UEI number. Please note the UEI for sub-grantees is not required at the time of application but will be required before an award is processed and/or directed to a sub-grantee.

Note: The process of obtaining or renewing a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

- Organizations **based in the United States** or that pay employees within the United States will need an Employer Identification Number (EIN) from the Internal Revenue Service (IRS), and a UEI number prior to registering in SAM.gov.
- Organizations **based outside of the United States** and that do not pay employees within the United States do not need an EIN from the IRS but do need a UEI number prior to registering in SAM.gov.
- **Please note that as of November 2022 and February 2022 respectively, organizations based outside of the United States that do not intend to apply for U.S. Department of Defense (DoD) awards are no longer required to have a NATO Commercial and Government Entity (NCAGE) code or CAGE code to apply for non-DoD foreign assistance funding opportunities.** If an applicant organization is mid-registration and wishes to remove a CAGE or NCAGE code from their SAM.gov registration, the applicant should submit a help desk ticket ("incident") with the Federal Service Desk (FSD) online at www.fsd.gov using the following language: "I do not intend to seek financial assistance from the Department of Defense. I do not wish to obtain a CAGE or NCAGE code. I understand that I will need to submit my registration after this incident is resolved in order to have my registration activated."

Organizations based outside of the United States and that DO NOT plan to do business with the DoD should follow the below instructions:

Step 1: Proceed to SAM.gov to obtain a UEI and complete the SAM.gov registration process. SAM.gov registration must be renewed annually.

Organizations based outside of the United States and that DO plan to do business with the DoD in addition to Department of State should follow the below instructions:

Step 1: Apply for an NCAGE code by following the instructions on the NSPA NATO website linked below:

NCAGE Homepage:

<https://eportal.nspa.nato.int/AC135Public/sc/CageList.aspx>

NCAGE Code Request Tool (NCRT):

Exemptions

An exemption from the UEI and sam.gov registration requirements may be permitted on a case-by-case basis if:

- An applicant's identity must be protected due to potential endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant.
- For an applicant, if the Federal awarding agency makes a determination that there are exigent circumstances that prohibit the applicant from receiving a unique entity identifier and completing SAM registration prior to receiving a Federal award. In these instances, Federal awarding agencies must require the recipient to obtain a unique entity identifier and complete SAM registration within 30 days of the Federal award date.

Organizations requesting exemption from UEI or SAM.gov requirements must email the point of contact listed in the NOFO at least two weeks prior to the deadline in the NOFO providing a justification of their request. Approval for a SAM.gov exemption must come from the warranted Grants Officer before the application can be deemed eligible for review.